

Gathering of Contributors Information:

- A- Contributions forms/envelopes are either mailed with each solicitation request or given out at fundraisers.
- B- Public event (fundraisers) announcements are made at all fundraising events requesting complete donor information (full name, address, employment information), campaign staff is made available to provide assistance in completing contribution forms and the collection of this information.
- C- Telephone calls are made upon receipt of contributions that lack the full contribution information.
- D- Follow-up is made by letter, and telephone calls for clarification or missing information.
- E- An on-going effort is made for the full collection of contribution information, and the narrowing down of the forty-four missing employment information for contributors.
- F- All contribution forms contain the informational disclaimer and the written request for the full contributor's information.

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